



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134

TECOMO 5200.2
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TRAINING AND EDUCATION COMMAND ORDER 5200.2

From: Commanding General
To: Distribution List

Subj: TRAINING AND EDUCATION COMMAND HEADQUARTERS REQUIREMENTS
AND SOLUTIONS MANAGEMENT PROCESS

Ref: (a) TECOMO 5200.1

1. Situation

a. The 2009 Training and Education Command (TECOM) Mission Analysis, the TECOM Campaign Plan 2011-2015 and the TECOM Headquarters (HQ) reorganization project all identified the need for a command-wide process to more effectively develop and manage requirements and solutions across the command.

b. The TECOM HQ Requirements and Solutions Management Process dovetails with reference (a), which provides the overarching governance model for TECOM.

2. Mission. Establish a TECOM HQ process in order to effectively manage requirements and solutions in the training and education (T&E) of Marines and Marine Corps units.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The end state is a process that enables the identification, analysis, validation, prioritization and review of T&E requirements and associated solutions based on command priorities, policy and strategy. The process will provide greater visibility across the HQ and enable more effective decision-making.

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(2) Concept of Operations

(a) The TECOM HQ Requirements and Solutions Management Process is an iterative, four-phased process (see Figure 1), consisting of: 1) collecting and identifying capability needs (or gaps); 2) analyzing gaps to determine if they should be proposed as requirements; 3) validating and prioritizing new requirements; and 4) developing solutions. Underlying this process is the continuous review of existing requirements and solutions that serves to keep TECOM's T&E capabilities relevant to the needs of the Marine Corps.

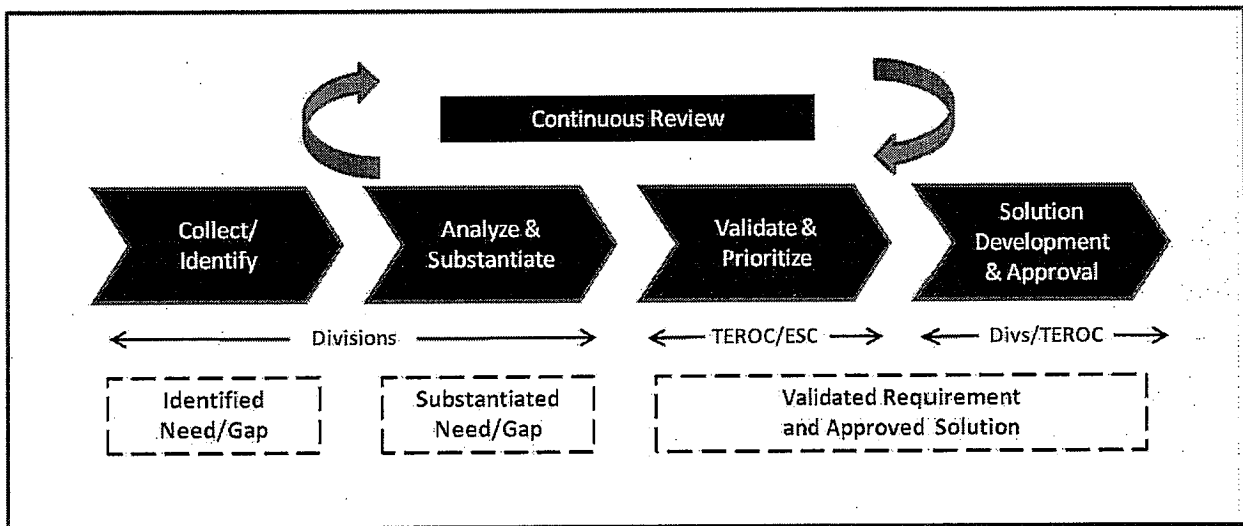


Figure 1.

(b) The four-phased process enables a systematic approach to the management of requirements and solutions. The process clarifies organizational responsibilities and improves coordination throughout the command. The process also improves decision-making on the allocation of resources in an increasingly resource constrained environment.

1. Phase I (Collect/Identify) consists of the collection/identification of a T&E need or gap based on input from an internal or external organization. The Chief of Staff (COS) assigns or confirms an office of primary responsibility (OPR) for analysis of the need. Ordinarily, the OPR will be a TECOM HQ division.

2. Phase II (Analyze & Substantiate) involves the OPR conducting an analysis of the need and substantiating that it be proposed as a TECOM requirement. The OPR will base its evaluation primarily on whether or not addressing the need: 1) is consistent with TECOM's mission; 2) directly supports a TECOM Campaign Plan goal; or 3) is otherwise directed.

a. If the OPR determines that the need should become a requirement then the OPR prepares and submits a decision brief to the TECOM T&E Requirements Oversight Council (TEROC) for validation.

b. If the OPR determines that the need should not become a requirement then the OPR staffs the recommendation to other divisions/major subordinate commands and subsequently submits a decision paper to the Commanding General (CG). If the CG does not accept the OPR's determination; he may direct the Executive Deputy to convene the TEROc to consider the matter or direct that the need be established as a requirement.

3. Phase III (Validate & Prioritize) includes validation of the requirement by the TEROc, approval by the Executive Steering Council (ESC) and prioritization against existing TECOM requirements. Prioritization is a TEROc action and is based primarily on Service-level guidance such as directed action by the Commandant of the Marine Corps, CG, Marine Corps Combat Development Command, CG, TECOM or other Service-level publications and directives.

4. Phase IV (Solution Development & Approval). A solution may be approved in conjunction with a requirements validation. However, this will usually be the exception not the rule. If a solution is not proposed during the requirement decision brief, the TEROc will issue formal guidance on solution development to the OPR in the form of a solution planning directive. The OPR will lead the development of a solution (or solutions) to meet the requirement and provide a decision brief to the TEROc. The brief must include costs required for execution.

5. Finally, approved TECOM requirements and solutions undergo a process of continuous assessment and prioritization to determine continued validity against changing environmental factors and TECOM's mission. OPR's review their

existing requirements and solutions, assess them for continued relevance and staff any recommended changes, as appropriate, to the other divisions, major subordinate commands and the TERO. The TERO reassesses and reprioritizes existing requirements and solutions when prompted by external factors (e.g., budget cuts, civilian workforce reductions, force structure cuts or new operational commitments) or recurring budget events (e.g., program objective memorandum development).

c. Coordinating Instructions

(1) COS serves as the gatekeeper for all newly identified needs (i.e., requests that may result in the development of T&E, capabilities or enablers) entering the headquarters from external organizations. Accordingly, any external requests submitted directly to a HQ division must be forwarded to the COS for initial assessment and assignment to an OPR.

(2) This process applies to T&E needs that could result in the development of new T&E solutions (e.g., programs, capabilities or other enablers). It is not intended to address existing programs and ongoing operations.

4. Administration and Logistics. TERO briefing templates can be found on the TECOM Governance SharePoint site via (<https://ehqmc.usmc.mil/org/mccdc/TECOM/Governance/Forms/AllItems.aspx>).

5. Command and Signal

- a. Command. This Order is applicable to the TECOM HQ only.
- b. Signal. This Order is effective on the date signed.


T. M. MURRAY

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